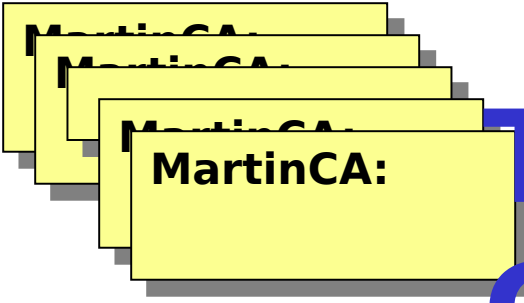
NAVY REGION HAWAII
Human Resources Office
Equal Employment Opportunity

PREVENTION OF SEXUAL HARASSMENT

TRAINING OBJECTIVES



- Department of Navy (DON) Policy
- Definition of Sexual Harassment
- Recognizing Sexual Harassment
- Knowing how to respond and report incidents of harassment
- Discrimination Complaints Process

DON POLICY

- Treat employees fairly on the basis of merit, ability, and potential in employment matters
- Discrimination on the basis of race, color, national origin, religion, sex, physical or mental disability, age, and retaliation for prior EEO complaint involvement is strictly prohibited

DON Policy on Sexual Harassment

- Commitment to a work environment free from unlawful discriminatory practices and inappropriate behavior

- Zero tolerance policy. Harasser may be subjected to:
  - Disciplinary action
  - Termination
  - Personal law suit

DON Definition of Sexual Harassment

A form of discrimination that involves unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is either explicitly or implicitly a term or condition of a person's job, pay or career; or

DON Definition of Sexual Harassment

(Continued)

2. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or

3. Such conduct interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Two Types of Sexual Harassment

1. Tangible Employment Action:

   One which produces an identifiable change in an individual's conditions of employment. It can be any employment action, such as:

   - Non-selection for a position
   - Failure to be promoted
   - Reassignment to an undesirable location or duties
   - Disciplinary action

Two Types of Sexual Harassment
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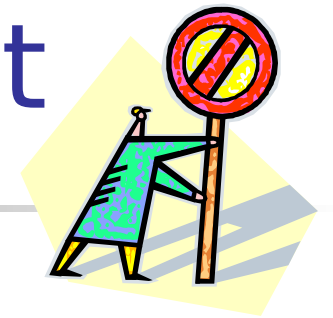
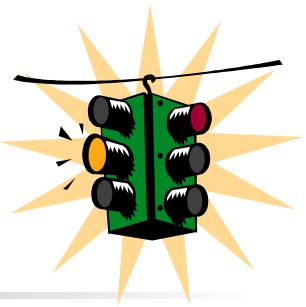


2. Hostile Work Environment
   - Actions/behaviors that create an intimidating, hostile, or an offensive work environment
   - Regular and repeated actions, gestures, or items displayed around the workplace that unreasonably interfere with job performance

Sexual Harassment Behavior Identification



RED ZONE

SEXUAL HARASSMENT

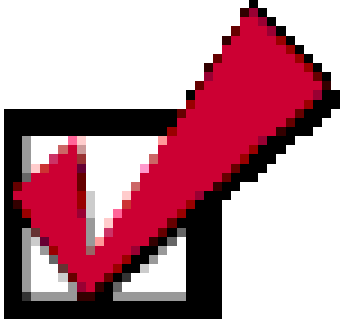
"STOP! Don't do it or say it."

YELLOW ZONE

UNACCEPTABLE BEHAVIOR *"CAUTION"*

GRE EN

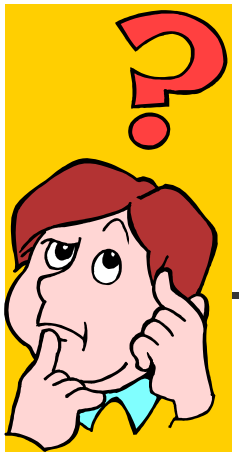
NOT SEXUAL HARASSMENT *"ACCEPTABLE"*



RED ZONE

These behaviors are always considered sexual harassment and will not be tolerated in the workplace:

- sexual favors in return for employment rewards
- threats if sexual favors are not provided
- sexually explicit pictures or remarks
- obscene letters or comments
- sexual assault - ranging from forceful grabbing to fondling, forced kissing or rape – is criminal activity



YELLOW ZONE

Many find these behaviors unacceptable. Be sensitive to the feelings of others.

- violating personal “space”
- provocative whistling
- questions about personal life
- repeated requests for dates

GREEN ZONE

These behaviors are not sexual harassment:

- performance counseling
- social interaction
- showing concern
- encouragement
- polite compliment
- friendly conversation

Employees are Responsible to Report Sexual Harassment

To the appropriate supervisory level when:

- The behavior does not stop after the harasser is confronted
- The employee is not comfortable confronting the harasser
- The behavior is severe and possibly criminal in nature

What Should You Do?

- Respond
- Record
- Report

If your supervisor is harassing you, report it to your supervisor’s boss.

Supervisors are Responsible to:

- Conduct an immediate, thorough and objective investigation. If a conflict of interest exists, another management official may conduct the investigation.
- Protect confidentiality to the extent possible;
- Ensure protection against retaliation;
- Inform employee he/she may file an EEO Complaint with the HRO EEO Office.

Discrimination Complaints Process

- Claim: define the discriminatory event and the date of the event
- Basis: one or more of the eight factors

Discrimination Complaints Process: Pre-Complaint

- Contact EEO Office within 45 calendar days of the alleged discriminatory incident

- Right to use official time (must be requested via supervisor)
- Right to anonymity

Discrimination Complaints Process: Pre-Complaint
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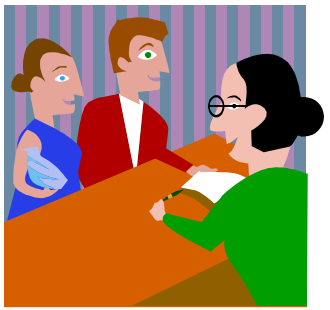

- Right to representation
- Choice of traditional complaint process or mediation
- Right to file a formal complaint

Seek Advice

- **COMNAVREG HRO EEO Office, Pearl Harbor at 473-8000:**

  Complaints Program Manager, x5727

  EEO Specialist, x5725

  EEO Assistant, x5726

- **Physical Location**:

  Russell Avenue, Building 1, 2nd floor, Pearl Harbor

- **HRO Sexual Harassment Advice Line:**

  474-2145

- **DON Sexual Harassment Advice Line:**

  1-800-253-0931